

A NEW 2-DAY COURSE

MCs and TB Submissions

Effective preparation of Memoranda to Cabinet and Treasury Board Submissions

Cabinet and its committees—of which the Treasury Board is one—provide the forum in which Ministers make decisions on government policy and initiatives. At the front end of decision-making, a Memorandum to Cabinet is the main vehicle for reviewing options and advancing new policies, initiatives and government priorities. Downstream, a Treasury Board Submission is required when a department or agency needs approval or authority from the Treasury Board to access new funding or proceed with an initiative it would not otherwise be able to undertake.

This two-day course will empower participants with knowledge of when Memoranda to Cabinet and Treasury Board Submissions are needed and why, writing tips and practice, and strategies for navigating the processes for each.

Audience

The course is designed for policy analysts, program officers, subject matter experts and managers of all levels who are/will be directly involved in the development of Memoranda to Cabinet or Treasury Board Submissions. It is also designed for public servants at all levels who are not directly engaged in the development of these products but seek career development by exploring decision making in government and the impact of it on program operations and related career opportunities.

Duration 2 Days

Instruction Methodology

Lecturettes, discussion, video, and case study.

Topics:

- MCs and TB Subs in the context of the branches of government, the Cabinet committee system, and the Expenditure Management System
- Overview of policy analysis
- The Cabinet document system
- Understanding the audience(s)
- Roles of Central Agencies and departments
- When and why MCs and TB Subs are required
- Deconstructing an MC—content and processes
- Deconstructing a TB Sub—content and processes
- Deliverology and results-based management
- Keys for successful MC and TB Sub writing
- Strategies and tips for navigating the process

Your Facilitator



Guy Boyd

Consultant, Coach, and Training Facilitator

Having worked with eight federal departments, Guy has acquired wide ranging experience in public sector management from middle management to senior executive levels.

Of particular relevance to a course on Treasury Board Submissions and Memoranda to Cabinet, Guy worked for over ten years at the Treasury Board Secretariat. During this time, he reviewed and developed advice to ministers on over 500 Treasury Board submissions and Memoranda to Cabinet; worked extensively with Central Agency colleagues; and, led Treasury Board Secretariat assessment of Strategic Review and Deficit Reduction Action Plan exercises. Guy was awarded the Queen Elizabeth II Diamond Jubilee Medal in 2012 in recognition of this work. Subsequently he served as a senior faculty member at the Canada School where he received top ratings as a trainer and facilitator.